

ICM Frequently Asked Questions

What is ICM?

ICM stands for the Institute for Court Management. It is the educational arm of the National Center for State Courts (NCSC).

What is the length of the Maryland Judiciary's ICM program?

The ICM program will take four years to complete, with three courses offered each year.

How many courses comprise the program?

There are twelve courses. Each one is three days in length.

Where and when will the courses be held?

All courses will be held at the Judiciary Education & Conference Center in Annapolis. The 2017 dates are listed in the application materials.

Who will be the instructors?

Each instructor will be a Maryland Judiciary employee who has been certified as an instructor by ICM.

Must I attend each course?

In order to graduate, all courses must be taken in their entirety.

What if I miss a day?

If you miss part of a day, a full day, or the entire three-day course, you must make up the entire course the next time it is offered.

May only lead workers, supervisors, and managers apply?

Yes. ICM is a certificate program designed for Administrators, Managers, Supervisors and Lead Workers (e.g. responsible for managing a program, providing staff orientation and training responsibilities, etc.).

Are both state and county employees of the Judiciary eligible to apply?

Yes.

Do I have to pass an assessment after each course?

Students must satisfactorily complete an assignment during or after each course, as determined by the faculty. This will not be a pass/fail assessment.

Is there a monetary bonus attached to the ICM program?

There is no monetary compensation attached to the completion of the ICM program.

Where do I find the application form and instructions?

The application form and instructions are available on CourtNet and mdcourts.gov/professionaldev/icm

ICM Frequently Asked Questions Continued

Do I have to type my essay?

It is preferred that you type and sign your essay.

What is the application deadline?

Completed application packets must be received in Professional Development on or before October 20, 2016. The mailing address is on the application form.

May I fax or e-mail my application?

No. Only originals will be accepted.

What are some of the benefits of taking these courses?

There are many benefits, including:

- Meeting and learning from subject matter experts from across the Maryland Judiciary.
- Broadening your knowledge of our justice system, thereby helping you spot opportunities for improving the efficiency and effectiveness of court services.
- Networking with fellow classmates.
- Positioning yourself for greater opportunities for advancement.
- Taking advantage of opportunities for both professional and personal growth.

Will obtaining this certification help me get a promotion?

Many factors are considered when filling available positions. One of those factors may be your graduation from this program. Job postings may include graduation from this program as a preferred qualification.

Will there be an information session conducted?

Yes. Informational webinars will be held on Tuesday, September 6, 2016, from 2:00 p.m. to 3:00 p.m. and Friday, September 9, 2016 from 10:00 a.m. to 11:00 a.m. Webinars are conducted live by a presenter. You participate by using your computer and phone. There is no need to leave your office.

If you are interested in attending one of the webinars, first secure approval from your supervisor, then e-mail Nancy Kline in Professional Development at Nancy.Kline@mdcourts.gov. Please include your name, e-mail address, and the date you would like to attend.

Who should I contact if I have more questions?

Contact Nancy Kline in Professional Development at (410) 260-3604 or at Nancy.Kline@mdcourts.gov